Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Tuesday 23rd May 2023

Date and time:	**Location**:
Tuesday 23rd May 2023, 5.30pm	Meeting held remotely via Zoom

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair)
Sharon Brittan (SBri)	Present	Governor (Vice Chair)
Pia Decarlucci (PD)	Present	Governor
Mohsin Drabu (MD)	Present	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Iskander Fernandez (IF)	Present	Parent Governor
Adeyemi Fasogbon (AF)	Did not attend	Parent Governor (Careers)
Matthew Godfrey (MG)	Present	Governor (Careers)
Rebecca Williams (RW)	Present	Governor
Lundi Nyoni (LN)	Present	Governor (Finance)
Daniel Hall (DH)	Present	Governor
Stephanie Ting (ST)	Present	Governor (Safeguarding, SEND)
Brett Williams Yale (BWY)	Present	DHT
Ali Mansfield (AM)	Present	Clerk

No.	FGB Items	Action
1.	**Welcome and apologies** CA welcomed governors to the meeting. No apologies had been received. Adeyemi Fasogbon did not attend.	
2.	**Declaration of Business Interests** ***Governors to declare any changes to the register of business interests:*** No changes to the register were declared. ***Governors to declare any conflicts of interest for this agenda:***	

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	No conflicts of interest were declared. ***Governors to declare any gifts or hospitality received in their role as a governor of MCS:*** None declared.	
3.	**Minutes of last meeting (22.03.23)** ***To agree the minutes of the previous meeting:*** The minutes of the meeting held on the 22.03.23 were agreed as an accurate record. ***Matters arising not covered elsewhere on this agenda:*** None.	
4.	**Governing Body Membership** • To note that Chidi Amadi's term of office ends on 23.05.23 and consider reappointing: Governors **AGREED** to appoint Chidi Amadi for a further term of office. • To note that Rebecca Williams' term of office ends on 02.06.23 and consider reappointing: Governors **AGREED** to appoint Rebecca Williams for a further term of office when her current term ends on 02.06.23.	
5.	**Feedback from Ofsted** Ofsted carried out an inspection of the school on 10th and 11th May 2023, the outcome of the inspection is that the school is still judged to be Outstanding, full feedback covered within item 6. Governors were reminded that this information is confidential until the report has been published.	
6.	**Confidential Item no. 1**	
7.	**Confidential Item no. 2**	
8.	**Summer Building Works** Proposed works for the summer: To convert first floor library into a dining hall, convert the two art rooms on the second floor into a library, and convert the small hall on the second floor into an art room. This hall is too small to be used as a dining hall. The three quotes received had been circulated to governors. The recommendation is to use Multani Building Services Ltd together with Euro-pean Flooring Solutions, total cost £110,816. Not only is this the cheapest option, Multani Building Services are known and recommended. Governors accepted the recommendation and **APPROVED** the appointment of Multani Building Services/Euro-pean Flooring Solution for these works.	

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9.	**Finance Report** ***Budget position at month 6:*** Income for the period is £215,975 positive to budget (7.7%). This includes Recovery Premium of £36k, Additional SEND funding of £65k and Teachers Pension Grant of £12k. Consultancy and income from visits are above budget. Expenditure for the period is £27k above budget (1.4%). There is a surplus of £213,985 against a forecast surplus of £22,220 at the end of month 6. ***Estimated Year End Carry forward at month 6:*** Taking account of additional unbudgeted income, anticipated savings in utilities, and additional costs in staffing and learning resources, the anticipated carry forward is £119,775. This **does not** include the cost of the court case. ***Trial Balance:*** System generated TB circulated with the report. ***Cash Balances:*** Total cash balances at 28.02.23 - £1,947,619.40 ***Cash Flow:*** There are no concerns around cash flow – spreadsheet circulated and noted. ***Pupil numbers:*** There are 700 pupils on roll, 607 in Years 7 to 11 and 93 in the sixth form.	
10.	**AOB** None.	
11.	**Date of next meeting** Thursday 13th July 2023, 5.30pm Items for next meeting: • Business Continuity Plan • Benchmarking headlines • Review of KPIs • Approve payroll arrangements • Annual review of contracts • Agree budget for 23/24	